VIRTUAL MEETINGS /
CLASSROOMS

(Adobe Connect)

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www.elearning.uq.edu.au
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Workshop setup

- Open Chrome.
- Visit: https://meet.uq.edu.au/virtualclassroom
- Login using your UQ login and password.

Testing your sound settings

**Note:** Ideally you should check your sound settings before the training workshops using the Sound Testing meeting room (refer Sound Troubleshooting guide).

- Select **Audio Setup Wizard**…
- Follow the prompts in the wizard.

Troubleshooting

If you cannot hear sound in the room go through the below basic checks:

- Check the headset with microphone is not switched off if it has a switch halfway along the cord.
- Make sure the microphone and the headphones are plugged into the correct outlet on your computer.
- Check that the volume on the computer is not muted.
- Check that the master volume is up at an acceptable level.
Adobe Connect room settings

- Turn on your microphone (The room Host must have given your rights)
  - Click on the 🎤 (Audio) button in the menu bar.
  - Select **Connect My Audio** from the drop down menu.

- Check your microphone volume in the room.
  - Click on the 🎤 (Audio) button in the menu bar.
  - Select **Adjust Microphone Volume** from the drop down menu.
Overview

How is it different from a LMS (Blackboard) course website?

• A key feature of a virtual classroom is the ability to interact and collaborate in real time with other participants in the course using voice, text and images (cameras) while being physically separated.

How is it different from a physical classroom space?

• Available to those who can't be physically present on-site.
• Enable multiple people to speak/contribute at once (orderly issues).
• Integrated assistive tools (e.g. polls, notes, sharing files).
• What else is different?

What do you need?

• Computer
• Broadband internet
• Headset (ear phones and mic)
• Web camera - is optional.
• Install the add-in (first time use).

How can you use a Virtual Classroom?

• Large group discussions
• Small group activities (in break out rooms)
• Practical demonstrations (of software/tools/procedures)
• Peer presentations
• Collaborative drawing
• Eliciting audience responses/comments
• Responding to polls/short surveys (clickers style)
• Delivering lecture content
• Showing multimedia (you tube videos/audio clips)
• Playing games/simulations
• RHD student supervision / practicum supervision
• Record live sessions or create pre-recorded mini lectures.

Given the extensible and configurable nature of the Adobe Connect virtual classroom many learning activities can be developed and delivered including orientation, introductory exercises, mind mapping, idea generation, problem definition and solving, presentations and reporting, scenarios and role plays, debates and discussions, research quests and scavenger hunts, using simulations, calculators and playing games, pronunciation exercises and oral presentations, observation, mentoring and support, field reporting and practical demonstrations.
Standard layouts

Lobby

When you first enter the virtual classroom you will be in the Lobby layout (this is example has addition pods added to the standard layout).

**Layout:** A collection of screens (named pods).

**Pods:** This layout consists of:

- **Notes pod:** This contains the notes on sound testing.
- **Poll pod:** A poll has been used as an attendance list.
- **Q & A pod:** Enter questions here for the Host.
- **Share pod:** The PowerPoint **Virtual Classrooms** has been uploaded to this pod.
- **Chat pod:** This pod allows you to chat to other attendees.
- **Video pod:** This pod shows video feeds.
- **Attendees:** This pod gives a list of attendees and their roles.
Classroom

Virtual Meetings

ITS Trainer: Ailsa Dickie

Welcome

• Sign in – select your name in the poll to the left
• Chat – type into the textbox in the below Chat pod and press enter on your keyboard.
• Audio – check your audio and video when asked by the trainer

Analysis
Communication

The basic options for communication in a virtual meeting room are:

- Polls
- Chat
- Emoticons
- Audio
- Video
- Q & A

Polls

- Select your preferred option/s from the poll list.

**Sign on:** The attendance list has been setup using a poll.

![Polls image]

Chat

- Type your comments in the bottom of the Chat pod and press the **Enter** key on your keyboard.

![Chat image]

Change font size

- Click on the (pod options) button and select **Text Size** from the drop down list.
- Select the required font size from the drop down list.
Change font colour

- Click on the (pod options) button and select My Chat Color from the drop down list.
- Select the required colour from the drop down list.

Private chat

You can also start private chats with other attendees.

- Click on the (pod options) button and select Start Chat with from the drop down list.
- Select the required attendee.

Note: Comments now entered can only be seen by the selected attendee.
Return to group Chat

- Click on the (Everyone) button in the bottom right of the Chat pod.

Host: Turning off private chat

In a virtual classroom setting you may not want participants to use private chat.

- Click on the (Meeting) menu.
- Select Preferences... from the menu.

- Select Chat Pod in the menu.
- Uncheck the Enable Private Chat for Participants checkbox.
Host: Chat Options

- Click on the (Pods options) button.
- Select:
  - Hide
  - Maximize
  - Start Chat With
  - Clear Chat
  - Email Chat History

Emoticons

Emoticon can be used to give a quick visual response to a question (Agree, disagree) or for participant to give feedback during a presentation (Slow down, Speak louder).

- Click on the (Set status) menu button.
- Select the required emoticon from the drop down menu.
The emoticon selected will show next to your name in the Attendees list.

Clear Status

- Click on the (Set status) menu button.
- Select Clear Status from the drop down menu.

Audio

Host: Unable audio

Hosts can unable audio for participants two different ways:

- Hover over the required participant’s name.
- Select Enable Audio from the menu. OR

- Click on the Audio (Audio) menu.
- Select Microphone Rights For Participants from the menu.
Participant: Turning on your audio

You can only use audio when given connection from the Host.

- An (audio) icon will show against your name in the Attendee list.
- A message will also appear.

- Click on the (Audio) menu button.
- Select Connect My Audio from the drop down menu.

Participant: Turning off Audio

- Click on the (Connect My Audio) menu button.
- Select Disconnect My Audio from the drop down menu.

Note: You may also be able to turn the audio off using a switch half way along the headset cord.
Participant: Muting your Audio

- Click on the (Connect My Audio) menu button.
- Select Disconnect My Audio from the drop down menu.

Note: You may also be able to mute the audio off using a switch half way along the headset cord.

Participant: Adjusting Microphone Volume

- Click on the (Connect My Audio) menu button.
- Select Disconnect My Audio from the drop down menu.
- Drag the slider to the required position.

Note: You may also be able to adjust the microphone volume off using a switch half way along the headset cord.

Host: Single speaker

Single speaker mode turns off all microphones except the host.

- Click on the (Audio) menu.
- Select Enable Single Speaker Mode from the menu.
- Select **Enable Single Speaker Mode** from the menu again to turn single speaker mode off.

**Video**

**Host: Unable audio**

- Hover over the required participant’s name.
- Select **Enable Video** from the menu.

**Participant: Turning on Video**

You can only use video when given connection by the host.

- Click on the **Start My Webcam** button.
- Click on the **Start Sharing** button.

**Participant: Turning off Video**

- Click the **Stop My Webcam** button to stop sharing video
Q & A pod

Participant: Asking questions
This pod is used to ask a question of the Host.

- Type your comments in the bottom of the Chat pod and press the Enter key on your keyboard.

Host: Answering questions
Usually host will answers questions verbally. Questions can also be answer using text messages.

- Click on the questions you wish to answer.
- Enter your answer in the textbox.
- Click on the (Send privately) to send the answer only to the participant who asked the question OR
- Click on the (Send to all) button to send the answer to all participants.
Roles

Host: Manage meetings, allocate attendee roles and change meeting room layouts.

Presenter: Interact with presentations.

Participant: View shared resources, chat, webcam (if enabled).

Changing a participant’s role

- Hover over the required participant’s name.
- Select Make Host OR Make Presenter from the menu.
Using the Share pod

Sharing My Screen

- Click on down arrow next to **Share My Screen**.
- Select **Share My Screen**

![Image of Share My Screen menu]

**Desktop**

Using this option everything on your desktop is displayed to participants.

- Select the **Desktop** radio button.
- Click on the **Share** (Share) button.

![Image of Desktop sharing setting]

**Note:** If you have two monitors, you will need to also select which monitor you wish to display.
To stop sharing your screen:

- Reopen your room, click on the (Adobe Connect) icon on your task bar.
- Click on Stop Sharing.

Applications

Using this option you can allow users to view a software program you have open.

- Click on down arrow next to Share My Screen.
- Select Share My Screen
- Select the Applications radio button.
- Check the checkbox of the required program.
- Click on the (Share) button.

- The selected program will become the focus window.
To stop sharing your screen:

- Click on the **Stop Sharing** button at the top of the program window.

Windows

Using this option you can allow users to view a window you have open.

- Click on down arrow next to **Share My Screen**.
- Select **Share My Screen**
- Select the **Windows** radio button.
- Check the checkbox of the required window.
- Click on the **Share** (Share) button.
To stop sharing your screen:

- Reopen your room, click on the (Adobe Connect) icon on your task bar.
- Click on **Stop Sharing**.
Share Document

Most documents can be uploaded and displayed in your virtual meeting room.

- Click on down arrow next to **Share My Screen**.
- Select **Share Document**.

New document

- Click on the (Browse My Computer) button and select a document to upload.

- Wait for the file to upload and be converted.
• Click on the (Draw) button to display the drawing tools that can be used to annotate the document.

To stop sharing your screen:
• Click on the (Stop Sharing) button.

Previously uploaded document
• Select the required file.
• Click on the (OK) button.
Share Whiteboard

Your virtual meeting room has a whiteboard that can be used to create diagrams, drawings, handwriting, writing and steps in process.

- Click on down arrow next to **Share My Screen**.
- Select **Share Whiteboard**.

![Share Whiteboard Image]

- Click on the (Draw) button to display the drawing tools.
- Click on the (arrows) to create new whiteboard pages and navigate between pages.
Creating a meeting room (virtual classroom)

Uses of meeting rooms
Meeting rooms for courses should be setup through Learn.UQ (Blackboard) and meeting rooms for other purposes such as staff meetings, interview, research collaboration should be created by visiting uq.edu.au/connectportal (refer p32).

Virtual classroom
This is when the meeting room is setup for use for online lectures or tutorials. Students can only access the room when the instructor (host) is present.

Group meeting room
This is when the meeting room is setup for student collaborative work. Students can access to the room at any time and are given the role of Presenter. Presenters can then upload resources, display documents, share screens and use the whiteboard).

Creating a meeting
- From the Control Panel select Course Tools > Adobe Connect Pro.
- Click the New Meeting button.
Enter meeting details

- Enter details for the new meeting
  - **Name:** Use a descriptive name for the meeting room.
    e.g. Introduction to Pharmacy
  - **Description:** Give further information on how the meeting room will be used.
  - **Custom URL:** Use your course code, year, semester for the meeting room (virtual classroom) URL.
    e.g. PHRM1012-2014S1
    If you need more than one room, add a hyphen and a descriptive name at the end.
    e.g. PHRM1012-2014S1-project

*Note:* Meeting rooms that are named without using the course code will automatically be deleted each night.

- **Access:**
  - **Only registered users and accepted guests may enter the room:**
    This is the recommended access method option for virtual classrooms. Students will be able to access sessions using a link from your Blackboard course. Guest lectures/participants will be able to access the room using a URL link and after being approved by the meeting host (instructor) (refer to Guest login).
  - **Anyone who has the URL can enter the room:** This is the recommended access method option for group meeting rooms. Students will be able to access to room at any time. For security reasons it is recommended that students still access the room using a link from your Blackboard course.
- **Meeting date and time**: This setting only shows the date when your meeting room was set up. This setting has no effect on when your meeting room (virtual classroom) can be used.

- **Meeting duration (hours:minutes)**: This setting has no effect on the length of time your meeting room (virtual classroom) can be used for.

### 1. Enter meeting details

<table>
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<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>PARM1012-201451</td>
</tr>
<tr>
<td>Description</td>
<td>Pharmacy lecture</td>
</tr>
<tr>
<td>Access type</td>
<td>Only registered users and participants can enter the room</td>
</tr>
<tr>
<td>Template</td>
<td>None</td>
</tr>
<tr>
<td>Meeting date and time</td>
<td>18/02/2014 14:29</td>
</tr>
<tr>
<td>Meeting duration (hours:minutes)</td>
<td>01:00</td>
</tr>
</tbody>
</table>

### Select meeting participants

In your meeting room (virtual classroom) students would normally be set with the role Audience and other teaching staff with the role Presenter. Course Co-ordinators (or whoever needs to be able to charge the layout of rooms) would be set with the role of Host. The person who sets up the room is also automatically given the role of Host.

**Note**: For group meeting rooms you can change a setting in the actual room so students are promoted to the role of Presenter on entry. They can then upload resources, display document, share screens and use the whiteboard.

- Select the role **Audience** from **Set Role** drop down list.
- Select the student names in the list on the left. (Click on the first student name, hold down the Shift key and click on the last student name.)
- Click the (Arrow right) button to move the students to the list on the right.

2. Select meeting participants

[Diagram showing the process of selecting meeting participants]

- If needed repeat the above steps to add Presenters and Hosts.
- Click on the (Submit) button.
- Your meeting room is now created.

[Diagnostic image showing meeting room configuration]

- Click the (OK) button in the bottom right hand corner.

**View, edit or delete meeting rooms**

- Click on the (double arrow) to the right of meeting name.
  - Select **View Information** from the drop down menu, if you need to view the meeting room settings (including the URL).
  - Select **Edit** from the drop down menu, if you need to change the meeting room settings.
Select **Delete** from the drop down menu, if you need to delete the meeting room.

Creating a meeting room link for students

A meeting room link can be added to the Course Menu or a content area (i.e. Learning Resources).

**Course Menu link**

- Click on the **+** (plus) button.
- Select **Tool Link** from the drop down menu.
- Enter the title in the **Name** textbox.
- Select **Adobe Connect Pro** from the **Type** drop down list.
- Check the **Available to Users** checkbox.
- Click on the **Submit** (Submit) button.
• Hover over the tool link.
• Click and drag the ➡️ (double arrow) to the left of the Tool Link to the required position.

Content area link

• Click on the Click on the tools ➡️ (Tools) button.
• Select More Tools > Adobe Connect Pro from the drop down list.

Link Information

• Enter a description title for the link in the Link Name textbox.
• Enter instructions in the textbox.
Standard Options

- Optionally, if you do not want students to access the meeting room yet, select the **No Available** radio button.
- Optionally, if you want to know how many times the meeting link is accessed, select the **Track Number of Views** radio button.
- Optionally, set **Date and Time Restrictions**: i.e. The course content could be organised into weekly learning modules that are display progressive over the semester at the relevant time.
  - If required, select the **Display After** checkbox and enter the date using the **(Date Selection Calendar)** and enter the time using the **(Time Selection Menu)**.
  - If required, select the **Display Until** checkbox and enter the date using the **(Date Selection Calendar)** and enter the time using the **(Time Selection Menu)**.

- Click on the **Submit** (Submit) button.
Setting up a meeting room (Virtual Meeting)

Overview

- All UQ professional staff can setup a perpetual meeting room based on their UQ username.
  - Visit the address uq.edu.au/connectportal
  - Staff employed before 2013 may already have a meeting room setup based on their user name: meet.uq.edu.au/<your user name>
    i.e. meet.uq.edu.au/uqadick3
- The URL meeting room is used to invite meeting participants to proposed session and can be added to staff email signatures as part of their contact information.
- Meetings can scheduled for any time of the day or night, and no booking is required to use the system.
- Staff can initiate and attend such meetings from any location from which they have an internet connection, or smart phone access (see below).

Please note that the use of Adobe Connect is approved only for official University business. All staff are bound by the 6.20 Acceptable Use of ICT Resources policy when using Adobe Connect.

Setting up your meeting room

- Open a browser and visit the address uq.edu.au/connectportal.
- Enter your username and password.
  
  [Image: login.png]

  - Click on the (Login) button.

  - Click on the (Add) button.
• Enter the title of the room in the **Meeting Name** textbox.
• Enter the web address of the room in the **Meeting Path** textbox.
• Select **Public** or **Private** or **Protected** from the drop down list.
  - **Public**: anyone who has the URL may enter the meeting room.
  - **Protected**: Only registered users and accepted guests may enter the room.
  - **Private**: Only registered users may enter.
• Click on the **OK** (OK) button.
• The meeting room URL is shown in the **Path** column. i.e. the meeting room URL in this example is [http://meet.uq.edu.au/virtualclassroom](http://meet.uq.edu.au/virtualclassroom)
Setting up a meeting

To organise a meeting email participants:

- The meeting room link i.e. http://meet.uq.edu.au/virtualclassroom
- Meeting date and time.
- A copy of the Sound Troubleshooting guide.

Accessing your meeting room

- Open a browser and visit your meeting room URL: i.e. http://meet.uq.edu.au/virtualclassroom
- Enter your Login and Password.

Note: Meeting participants who are not UQ staff or students should select the Enter as a Guest radio button and enter their name.

- Click on the Enter Room (Enter Room) button.
Room settings

Click on the course Virtual Classroom link and enter the room.

Group meeting room

For a group meeting room you will need to give your students the role of Presenter, so that they can then upload resources, display documents, share screens and use the whiteboard.

Preferences

Note: The Adobe Connect Add-in must be installed to use these options [http://www.connectusers.com/downloads/](http://www.connectusers.com/downloads/), you will be promoted to download this software.

- Click on the **Meeting** button in the menu bar.
- Select **Preferences** from the drop down menu.

- Select the **Room Bandwidth** tab.
- Select the **DSL/Cable** radio button.

Note: If you have students in remote locations with poor internet connections you should select the option **Modem**.
- Select the **Audio** tab.
- Select the **Use Enhanced Audio** checkbox.
- Select **Full Duplex** from the **Acoustic Echo** drop down list.
- Select **Best** from the **Audio Quality** drop down list.
- Click on the **Done** button.
Layouts and adding pods

Layouts

The virtual meeting rooms come with three standard layouts.

Creating new layouts

- Click on the (Prepare layouts) buttons, to edit layouts without effecting the current presentation.
- Click on the (Add layouts) button to create a new layout.
• Enter a descriptive name for the layout.
• Click the **OK** (OK) button.

![Create a New Layout](image)

Adding pods

• Click on the **Pods** (Pods) menu button.
• Select the required pod from the drop down menu.

![Adding pods](image)

Hiding pods

• Click on the **Pods options** button.
• Select **Hide** from the drop down list.

![Hiding pods](image)
Deleting pods

- Click on the **Pods** (Pods) menu button.
- Select **Manage Pods...** from the drop down menu.

- Select the required pod.
- Click the **Delete** (Delete) button.
Default Meeting Layouts

Adobe connect has three default layouts designed for sharing information, discussion and collaboration.

Sharing layout

Sharing layout is a default layout and is suitable for providing didactic online lectures or presentations with a main area made up of a share pod for PowerPoint or whiteboard. The all people present in the room and their status as a participant, presenter or host is shown in the attendees pod.

During a presenter lead session, it is a good idea to have participants raise their hand (using the hand raise button at the top of the screen) if they want to ask a question using voice. This results in a more orderly use of the microphone.

It is advisable to have audience only activate their microphone when they are speaking. Having too many open microphones will result in audio feedback and distracting noise.

Chat between audience and presenter or audience to audience can occur in the text chat pod. The chat can serve as back-channel for the audience to air impressions as they occur, for expanding upon points of interest or providing links to relevant resources.

Don’t be afraid to let the audience use this even while the presentation is in progress as it results in lively and interactive sessions.

The web cam pod can be used to show the current speakers video stream. This is optional.
Collaboration layout

This layout is a default layout in adobe connect and could be used for team work projects, collaborative drawing, sharing files or for small breakouts.

The audience can use web cams, the text chat area and use whiteboard tools to interact.

The **file upload pod** can be used to share files between participants (particularly useful if you want each person to keep their own copy or be able to edit the file).

The **whiteboard area** which is part of the **share pod** can be used to draw or annotate. You can have multiple pages.

The **notes pod** area can be used for recording shared static text notes.
Discussion layout

Another default layout is the discussion layout featuring a web cam pod large enough to host multiple web cam streams. It contains a poll pod to gather quick feedback and notes pod for sharing static text notes.

This layout would be useful in workshop discussions, committees, group work or tutorial style discussions that entail recording notes and/or taking quick votes on issues.

This layout could also be used for a video conference in RHD supervision scenarios. You could use this to demonstrate a physical processes, live demonstration of tools or to stream a stand-up oral presentation. An alternative custom for video conferencing (shown later) could also be used if you did not require the notes and poll features.
Customising layouts

Adobe connect gives the meeting host the ability to customise and save their own layouts in a meeting room ready for a future session. The host is also able to switch layouts during the course of the session that enables content to be carried over or set blank as desired between changes of layout.

Some possible alternative layouts are shown below along with suggestions for use in teaching.

**Welcome layout**

This layout could be used at beginning of the session to provide quick audio testing, in this case some music is playing using **Mp3 player pod**. A list of items to be covered in the session is displayed using a **task list pod**.

![Welcome layout image](image-url)
**Video Conference / demonstrator layout**

This layout places the **web cam pod** centre stage to enable more detail to be seen by participants. Video conference layout is handy when the focus is on a transmitted video stream. You could use this to demonstrate physical processes, live demonstration of tools or to stream a stand-up oral presentation.

With appropriate portable hardware (laptop, mic and camera) and a high bandwidth internet connection this could enable bed-side consult with students on ward / clinic placement or demonstration of procedures to receive live reports from students in the field.
Feedback layout

The feedback layout is intended to be used at the end of a lecture style session. It demonstrates how to use the weblinks pod to direct people to an online feedback survey and other relevant resources. The speaker should draw attention to these items and if necessary explain how to utilise the links. Another option would be to use a series of polls or a survey pod to collect session feedback information (such examples are shown later).

The notes pod can be used to provide direction on how to find and fill out the survey.

Many hands make light work

It is a good idea to have an assistant present in the VC. Especially in the early days of using the system or with large numbers present,

- they can monitor the back channel (for comments/questions),
- respond to questions as they arise.
- alert you / keep the audience on track
- upload or change slides,
- add links,
- prompt the audience
- deal with technical issues
- assist with break out rooms

This leaves you to concentrate on the delivery, engagement and moving the session from stage to stage.
Peer Presentation layout

This layout could be used for peer (student) presentations. The host will have to temporarily increase the access privileges of the given students using the attendees pod in order to allow them to present. The layout includes the criteria for assessment within a check list pod and three poll pods for numeric ratings. The stage lights pod is included to assist with time keeping. This is configurable from 1 to 60 minutes.
Peer Presentation layout (small screens)

The small screen version of the peer presentation layout is missing the three poll pods mainly because the regular version doesn't work on small screens but also because you may only want ratings feedback to be entered at the conclusion of the session rather than while it is occurring.

When using the small screen version of the peer presentation layout the host will need to swap to the presentation evaluation layout (shown next) after each speaker has finished so that the audience can enter their feedback scores and swap back again ready for the next presenter.
Peer Presentation Evaluation layout (small screens)

This layout contains the criteria to be assessed in a **task list pod** and three **polls** for numeric rating scale style feedback. This can be used in conjunction with the small screen peer feedback layout or in deed any situation where feedback collection is needed.

![Virtual Classroom Ppayen (Peer Presentation Evaluation) - Adobe Connect](Image)

### Criteria 1
- **Structure**
  - great: 66.67% (2)
  - good: 33.33% (1)
  - neutral: 0% (0)
  - poor: 0% (0)
  - terrible: 0% (0)
  - No Vote

### Criteria 2
- **Voice**
  - great: 33.33% (1)
  - good: 33.33% (1)
  - neutral: 22.22% (1)
  - poor: 0% (0)
  - terrible: 0% (0)
  - No Vote

### Criteria 3
- **Content**
  - great: 66.67% (2)
  - good: 22.22% (1)
  - neutral: 0% (0)
  - poor: 0% (0)
  - terrible: 0% (0)
  - No Vote

**Chat** (Everyone)

A results in lively and interactive sessions.

Matthew Miller: When using the small screen version of the peer presentation layout the host will need to swap to the presentation evaluation layout after each speaker has finished and swap back again ready for the next presenter.
Counters

Two counter pods are available that measure time.

The **countdown timer pod** is for counting down to the beginning of the session. You need to set this up prior to the session and set going in advance. You can set it between 1 and 60 minutes.

The **stage light** timer provides a large visual indicator in three phases. The lights will change from green to orange and then to red as the deadline approaches. This is configurable from 1 to 60 minutes.
Questions

The questions layout demonstrates question, quiz and survey pods.

**Survey SWF Pod** can be used to develop multi-question surveys. Likert scales, multiple choice and true/false (yes/no) question types are possible.

You need to create the survey using the survey pod.

It is advisable export the survey when you have finished creating the survey. This will allow you to store the questions off-line in a text file for re-use at a later time (you can't re-use online surveys but you can import from files).

When you are ready for participants to fill in the survey you need to 'open' it.

After participants have filled in their responses you need to 'close' the survey at which time a summary of the results is displayed.

It is important to remember that a survey is a one-shot affair - that you can not go back and re-do/re-use or edit the survey after it is closed. But you can re-import your saved copy (from a text file) of the survey into a new, blank instance.

The **Q&A pod** allows questions to be recorded in a separate window. This is useful if you don't want them to get lost in a flurry of text chat. Thus it can be used to collect and record questions to be addressed as a given point in time or at the end of the session.

**Polls** contain a single question and can be used in the style of clicker questions to quickly obtain an audience response. Results can then be broadcast at the behest of the presenter.

The example survey is shown in exported state below. This can be re-imported when you want to use it again.
3rd Party Apps

Adobe connect is capable of running small flash applications such as games, simulators, calculators, you tube players and maps. Some of these require additional paid accounts on 3rd party services while others are free.

This is only advised for more advanced users. You can find many of these 3rd party apps online. However, not all 3rd party flash apps will work with adobe connect. Therefore you will need to check that each is compatible with adobe connect by trying it yourself. To test and add an app to the layout use the share pod.

Some sources of 3rd party apps include:

http://www.adobe.com/products/adobeconnect/extend.html#3
Calculator and simulator

An example showing a simulator and a virtual calculator is below. This could be used in the context of a practical or tutorial discussion or to demonstrate a concept in a lecture.
Map layout

The **map pod** is another 3rd party app which is used to display an interactive map. You can search for locations and the map will highlight it with a pin. The map can be panned and zoomed in the style of Google maps. You can also draw simple line paths which could be used to show directions. Do note that the path lines are not editable after they are placed on the map (you would need to close the pod and re-open a new instance).
youtube stream

The you tube pod can be used to stream you tube videos directly to the audience resulting in a higher quality video than would be the case if you had used a screen share of your web browser.
Recording your session

Recording

- Click the (Meeting) menu button.
- Select Record Meeting... from the drop down menu.

- Enter a descriptive name in the Name textbox.
- Enter a summary (optional).
- Click on the (OK) button.
• A recording button will be displayed.

Stop recording
• Hover over the recording button.
• Click on the text **Stop Recording**.

Linking the recording to Blackboard
• Click the **Meeting** menu button.
• Select **Manage Meeting Information** from the drop down menu.
- Click on the **Meeting Information** tab.
- Click on the **Recordings** link.
- Click on the link of the required recording.
- Copy the hyperlink.
Add web link to Learn.UQ

- Click on the (Build Content) button.
- Select Web Link from the drop down list.

Web Link Information

- Enter a description title for the link in the Name textbox.
- Paste the website address in the URL textbox.

Description

- Optionally, enter a detailed description of the website in the Description textbox.

- Click on the (Submit) button.
Further Resources

Technical Support
Helpdesk staff – Gary Smith, Paul Dutton and Daniel Lui.
help@learn.uq.edu.au or Ph 336 56000

eLearning Solutions Service
The eLearning Systems and Support team provide an eLearning Solutions Service to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

ITaLI Teach Assist
TeachAssist is provided by ITaLI for the UQ community to offer support for their teaching and learning. If you are considering changing your curriculum, its delivery or assessment, evaluating your teaching or perhaps even educational research then get in contact through the ITaLI TeachAssist website.

Faculty Educational Designers

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<tr>
<td>Science</td>
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<td>336 58869</td>
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eLearning Resources
A range of resources are available on our eLearning website, including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter
The eLearning newsletter is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.
Pedagogical Resources
The Institute for Teaching and Learning Innovation (ITaLI) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources
Library Services provides AskUS a help and information service for students. They also offer face-to-face help, provide online Learn.UQ student guides and run workshops for students.

eLearning Workshops
A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching and Learning Technologies series on the Staff Development website.

ITaLI Workshops
A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching, Learning and assessment series on the Staff Development website.

Custom Workshops
Custom workshops for schools can be provided by the eLearning Systems and Support team and ITaLI.

- eLearning technical workshops: elearningtraining@uq.edu.au
- eLearning pedagogical workshops: itali@uq.edu.au
- combined technical and pedagogical workshops: elearningtraining@uq.edu.au or itali@uq.edu.au

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